

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Aerobic Coordinator (Seasonal)	<u>Revision Date:</u> 02/14
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50909

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises aerobic activities, classes, and participants.

III. Essential Duties:

- Implement and monitor assigned programs to ensure the safety and success of the program and its participants.
- Plan and organize all aerobic activities and programs.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Promote the assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Assist in evaluating schedules and techniques to determine program success.
- Prepare and complete all records and reports regarding facility needs, program participation, and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site.
- Participate in hiring, training, promoting, disciplining and terminating of assigned employees.
- Make staff assignments and schedules.
- Inventory activity equipment and supplies.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Experience:** Requires a minimum of two years' experience in aerobics instruction. Must have knowledge and understanding of fitness instruction, techniques and design.

**License/ Certification:** Requires current certification in community CPR or must obtain certification within 30 days of hire. Requires AFAA or ACE certifications. Cycling instructors must hold a certification through a nationally recognized organization.

**Knowledge of:** Aerobic programs (in depth knowledge required of assigned activity); principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction.

**Communication Skills:** Contacts requiring tact and judgment to avoid friction and handle complaints; frequent contacts involving the carrying out of programs and schedules, requiring the influencing of others to obtain desired results; outside contact with public presenting; ability to communicate effectively with all age groups.

**Tool, Machine, Equipment Operation:** Occasional use of a telephone, copy machine, computer; use of specialized equipment related to the assigned activity/sport.

**Analytical Ability:** Follow written and verbal instructions.

VI. Working Conditions:

*Physical Demands:* Moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling. Employee may be required to stand for long periods of time.

*Work Environment:* Generally comfortable working conditions; noise level is high; frequent work in coordinating and directing programs; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_